Llandaff & Monmouth DACBR

Job Description – Annual Report Editor

Main responsibilities

To produce an Annual Report in accordance with the Association's Rules so that it can be distributed to the membership before the Annual General Meeting

Specific Duties

Contact the Association and Branch Officers to request and edit their contribution to the report.

Read the Branch Newsletters through the year to identify notable events or achievements which should be included in the report and obtain copies of those articles.

Liaise with Branch Officers and Newsletter Editors to identify members who have passed away during the year and obtain a copy of their obituary.

Contact potential advertisers – bellhangers and providers of ringing supplies - to invite them to advertise in the report to offset the costs of production.

Printed copies of the report are provided for each tower which has an active band and for any member who requests one via the Association website and before the report goes to print. Remind members of the need to make a request if they require a personal copy.

Provide a pdf copy of the report to the Webmaster for distribution to Association Members.

Organise for the requisite number of copies to be printed and pass to the Secretary, who coordinates the distribution.

Meetings and Deadlines

The Annual Report must be published in electronic form on or before the Notice of AGM is published – this is specified in the Association General Rules

Recruitment and Reporting Lines

The Annual Report Editor is appointed by the Association General Secretary